

MNMC Charter  
(Adopted September 12, 2002)

**1.0 Authorization**

The Missouri Network Management Consortium is established at the discretion of the Missouri Chief Information Officer (CIO) for the purpose of coordinating network resource planning and operation for Missouri public sector organizations so they can better serve their customers.

**2.0 Name**

The official name of this organization is the Missouri Network Management Consortium (hereafter MNMC).

**3.0 Purpose**

The MNMC is established for the primary purpose of facilitating communication and cooperation of network resource planning and operations. More specifically, it is intended to provide leadership, guidance and recommendations to the State CIO consistent with the recommendations below:

- 3.1 Foster cooperation between state and local agencies, educational institutions, private industry, and others in the field of network management.
- 3.2 Identify opportunities for collaboration and develop network strategies for the state;
- 3.3 Provide an arena for discussions of relevant network issues;
- 3.4 Serve as an advisory committee to the Chief Information Officer (CIO) and the network community on network related issues;
- 3.5 Facilitate resolution of network issues impacting the state;
- 3.6 Identify training needs and promote the importance of access to trained network professionals.

**4.0 Objectives**

The objectives of the MNMC are to:

- 4.1 Manage for results, responding to customer needs by facilitation of communication and cooperation between state agencies, the CIO and MNMC;

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- 4.2 Promote an understanding of the magnitude and importance of network assets as a key business function;
- 4.3 Maximize the return on investment (ROI) of current network infrastructure investments through coordination of resources;
- 4.4 Implement good business practices when growing and managing network capacity.
- 4.5 Develop a formal communication and education channel between each other, Agency Directors, Office of Budget and Planning, and Legislature;
- 4.6 Increase business continuity through implementation of risk management practices;
- 4.7 Develop an understanding of the quantified total cost of ownership (TCO) of the State of Missouri network infrastructure;
- 4.8 Facilitate development of a comprehensive statewide network definition.

**5.0 Meetings**

- 5.1 MNMC meetings are normally held on a monthly basis or at the discretion of the MNMC Chair in consultation with the membership.
- 5.2 A simple majority of MNMC total membership constitutes a quorum.

**6.0 Membership**

- 6.1 Initially, charter members will be appointed by the CIO based upon the characteristics essential to achieving the mission of the body. Charter members are:
  - Department of Health and Senior Services (DHSS)
  - Department of Insurance (DOI)
  - Department of Mental Health (DMH)
  - Department of Social Services (DSS)
  - Office of Administration/Division of Information Systems (OA/DIS)
  - Office of Information Technology (OIT)
  - Office of State Courts Administrator (OSCA)
  - Missouri State Highway Patrol (MSHP)
  - Missouri Department of Transportation (MODOT)
  - Missouri Army National Guard (MOARNG)
  - Missouri Research and Education Network (MOREnet)

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6.2 Members

Membership on the MNMC shall not exceed fifteen members and shall be comprised of a complimentary mix of people with responsibility for managing large statewide network operations, customers of a managed network, and managers of an inter-agency network. The Chief Information Officer (CIO) of the Missouri state government Office of Information Technology (OIT) shall appoint members of the MNMC from nominations provided by MNMC members.

6.3 Officers

The MNMC shall have two elected officers to serve in the following positions: Chair and Vice Chair. Officers shall be members in good standing of the MNMC.

6.4 Ex Officio Members

The State CIO is an Ex Officio member. Ex Officio members are full members except they do not vote or hold office.

6.5 Subcommittees

Subcommittees are established to facilitate MNMC business and exist at the discretion of the Chair in consultation with the CIO. The Chair designates the structure and leadership of committees.

**7.0 Duties and Responsibilities**

7.1 Members

Members of MNMC are expected to attend and participate in the MNMC meetings as committee members or committee officers.

7.2 Chair

The Chair is responsible for leadership and coordination of all MNMC activities. In addition, the Chair is responsible for meeting schedules; meeting agendas, conduct of meetings and the documentation of meetings.

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7.3 Vice-Chair

The Vice-chair is responsible for assisting the Chair and assuming the duties of the Chair temporarily when the Chair is unavailable for any reason.

7.4 Ex-Officio Members

The State CIO provides direction and guidance on agenda items and discussion issues and also provides staff support to the MNMC as possible and practical.

7.5 Subcommittee Chairs

A Subcommittee Chair is responsible for the leadership of a specified committee. A Subcommittee Chair is responsible for conducting meetings and any activities necessary for the successful completion of the Subcommittee's tasks.

**8.0 Terms**

The Chair, Vice-Chair will be elected in June of each year to serve a term of one year from July 1 to June 30 of the following year.

**9.0 Vacancies**

9.1 The Vice-Chair normally assumes the duties of the Chair in the absence of the Chair. If the Vice-Chair cannot fulfill the duties of the Chair, then a Chair shall be elected to fill the vacancy in the same manner as other officers.

9.2 Other vacant officer positions shall be filled by appointment by the Chair with approval of the majority of MNMC members.

**10.0 Voting and Elections**

10.1 Voting

Each member is allowed one vote. A quorum must be present for all votes and a simple majority rules.

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10.2 Elections

10.2.1 The Chair shall be elected from MNMC membership by a majority vote.

10.2.2 The Vice-Chair shall be elected from MNMC membership by a majority vote.

**11.0 Term of Charter and Amendments**

11.1 This charter shall exist as written or as amended by section 11.2 until such time as the Missouri Network Management Consortium is dissolved.

11.2 Amendments to these bylaws shall be offered by submission in writing to all MNMC members at least ten days before the next scheduled meeting. The proposed amendment shall be taken up for consideration at the next scheduled meeting of the Committee. A quorum must be present to vote on amendments to these bylaws. The amendment shall be adopted when it has been approved by at least a 75% majority of the votes cast.